

**Attachment G – Job Description and duties for SDS Waste Operation
Supervisor sent via email on 8/23/12**



Supervisor Duties

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to:

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08/23/2012 01:34 PM

Cc:

Deanna Herman

Hide Details

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1 Attachment



SDS Supervisor Responsibilities.docx

Ms. Moody,

I was reviewing yesterdays inspection @ GSK and realized that I forgot to include my job duties as the SDS Waste operations Supervisor. Please see the attached document.

Kind Regards

Buck Eardley

SDS, INC.

Waste Operations Supervisor

Job Responsibilities

Supervision of on-site staff

- Consists of the management and coordination of training and clearances
 - 4 X Waste Technicians
 - 1 X Environmental Waste specialist
 - 1 X Radiation Specialist
 - 1 X IH Specialist
 - 2 X Incinerator Operation Technicians
 - 1 X Administrative Assistant

On site management of waste operations with regards to SDS contract obligations

- Oversees the operations of waste collection from point of generation to ultimate disposal for;
 - RCRA Hazardous Waste
 - Non-RCRA Chemical Waste
 - Infectious Waste
 - Residual Waste
 - Universal Waste (Recycling)
 - Radiological Waste

On site Emergency Response Team

- Support and coordinate operational functions of all emergency responses on site
 - Responsible for the equipment and stock of emergency response supplies

Reporting and documentation

- Responsible for the data collection and report preparations for the following;
 - RCRA Hazardous Waste Bi-Annual Report
 - Residual Waste Bi-Annual Report including 26R's
 - Monthly and Quarterly Waste Water reports for designated township POTW's

Waste Operations Liaison for Specialty Disposal Services, Inc. and Sodexo / GSK

SDS Waste Specialist duties

Hazardous Lab Pack

- Segregate all unwanted or spent chemicals via their hazardous characteristics, size, and volume.
- Pack compatible waste chemicals per DOT compliance and disposal facility requirements.
- Itemize all chemicals via packing list with character identification, RCRA waste codes, and ERG information.
- Label all lab pack containers with the appropriate hazardous identification placards.
- Work with disposal facility to get all lab packs approved for shipment. Enter all lab pack data into SDS database for Waste Manifest creation. Generate the additional Land Disposal Records needed per state requirements.
- Palletize all compatible containers, per DOT regulations, for shipment.
- The Waste Specialist must ensure that all lab pack waste is labeled correctly, dated, and disposed of offsite before 90 day.
- This is a Federal requirement via RCRA.

Bulk Hazardous Liquids

- Bulk liquids are segregated per hazard characteristic and percentages. All drums are PH'd to profile compatibility.
- Flammable solvent drums are accumulated to be disposed of via bulk vacuum tanker.
- High BTU solvents are separated from lower BTU solvents.
- Corrosive drums are labeled for off-site disposal.
- All bulk waste must fall under specific profiles.
- Any new waste liquid must be profiled and accepted prior to shipment.

- The Waste Specialist will coordinate with the SDS office and disposal facility to schedule all tanker and drum shipments.
- All waste data is entered into SDS database for Waste Manifest creation.
- Generate the additional Land Disposal Records needed per state requirements.
- Palletize all compatible drums, per DOT regulations, for shipment.
- The Waste Specialist must ensure that all drum waste is labeled correctly, dated, and disposed of offsite before 90 day.
- This is a Federal requirement via RCRA.

Universal Waste (fluorescent bulbs, mercury, lead, batteries)

- Segregate and pack universal waste per DOT regulations.
- Work with the SDS office and disposal facilities to schedule all waste for shipment.
- Manifest all Universal waste shipments and fill out all necessary paperwork.
- Label and mark all drums for shipment.

UP-27

- Work with GSK personnel in BLDG 27 Pilot Plant to ensure smooth operations. Identify, label and rack all waste drums for storage until either bulk drum or tanker shipment.
- Inventory reactive chemicals and drums for approval for lab pack or drum shipment
- Schedule tanker shipments for both BLDG 27 drum and BLDG 8 solvent waste tank shipments

- Supervise all tanker operations and fill out all necessary paperwork for tanker shipment

UM-Drum Pad

- Keep drum pad neat and drums separated by hazard class
- Pump out drum pad sump as needed
- Keep track of accumulated drums and schedule tanker shipments as needed

Additional Duties

- Weekly RCRA inspections to ensure compliance
- Assist supervisor and site techs in any way needed for special projects, etc.
- Keep track of supplies and work with supervisor and office to order needed supplies
- Transport supplies as needed between sites
- General housekeeping to keep sites clean
- Emergency Response Team Member

SDS Waste Tech Job Responsibilities (Upper Merion)

Daily

Lab Sweeps (See daily schedule for designated buildings)

- Pick up chemical and radioactive waste from all labs that post a waste magnet on their lab door.
 - o Replace solvent cans or radioactive wasted carboys.
 - o Pick up loose chemicals only if they are properly labeled
 - Loose chemicals must be kept in a secondary containment at all times (carry a Blue Chemical Waste tub daily)
 - o Pick up radioactive waste only if the following is true:
 - The bag or carboy container is sealed
 - The yellow radioactive waste card is attached
 - The card is marked "Ready for Pick-Up"
 - ALL information is filled out (including a number for activity)
 - o Pick up fiber drums if they are closed and marked full. Replace with an empty.
 - Maintain a supply of empty drums on all floors
 - o Pick Up PPE & Lab Debris from the B38 Bio-Pharm. Dept.
 - Process the waste via on-site compactor.
- Transport waste to appropriate consolidation areas for processing
 - o Consolidate all compatible waste solvents to DOT approved drums.
 - o A maximum of (8) 55 gallon drums can be kept in the pour rooms. This includes partially filled drums.
 - o Drum Transfer – Relocate all full drums to the drum pad.

Infectious Waste

- Pick up the full infectious waste containers from Sodexo lab services
 - o Weight each full container
 - o Label / Stamp each container with site location
 - o Prepare shipping documentation for off-site disposal
- Accept returned infectious waste containers
 - o Inspect each container / clean and redistribute to Sodexo lab services

Waste Water Pre-Treatment Plant

- Daily inspection
 - o Specified checklist by GSK
 - o Chemical supply satisfaction / transfers.

Maintain Work Areas

- Keep all work areas in order
 - o B35 (Waste Warehouse), Drum Pad, B25 Radiation Process Lab, B24(Pour Room), B-4(Pour Room), Safety Truck
- Submit work orders as needed

RCRA Inspection

- Inspect all RCRA regulated waste for labeling compliance

Weekly (additional duties)

Calibrate Scintillation Counter (Monday first thing 7:00am)

- Initial "Check List" when task is complete

Process full and decayed radioactive waste drums

- Seal, meter, swipe, and enter data into site database for all drums prior to storage.
- Meter and process all decayed material per GSK Radiation Safety SOP

Shipments

- Prep pallets of residual waste for shipment (B27, B12, B9 & B6 Dock area)
- Hazardous waste shipment (B27)
 - o Vac Tanker Truck

Waste Water Pre-Treatment Plant

- Monthly sampling as required by permit
 - o Conduct the sampling and submit for analysis
- Sampling by permit for GSK building 40 specified discharges
 - o Conduct the sampling and submit for analysis

Monthly (additional duties)

SCBA & Confined Space Bag Inspections

- Inspect and correct any findings ASAP
- Initial "Check List" when task is complete

Sewer Liquid Radioactive Waste

- Sample liquid radioactive waste
- Pour and decon containers when given approval from Joe
 - o must be poured by the end of the month